
Blackboard v9.1 for Employee

Create a Forum

This document describes, for employees, how to add a forum to the discussion board in their Blackboard course for students to access.

Brief Instructions

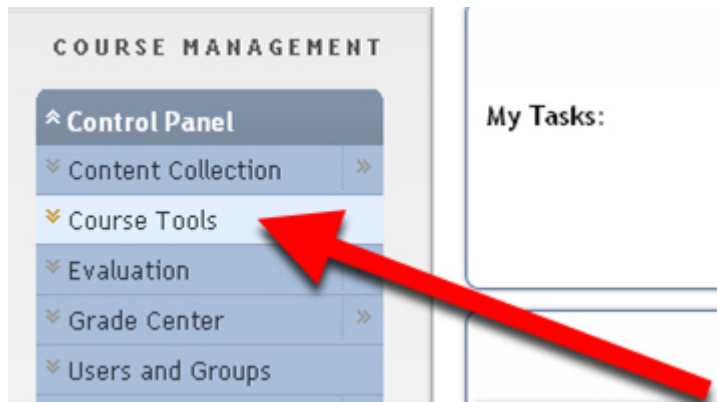
From any area of your course site within Blackboard:

- Click to expand the *Course Tools* menu in the *Control Panel*.
- Click the *Discussion Board* option in the *Course Tools* menu.
- Click the hyperlink for the course *Discussion Board* on the *Discussion Board* page.
- Click the *Create Forum* button in the *Action Bar* on the *Discussion Board* page.
- Enter display text in the *Name* field in section 1. *Forum Information*. (Required)
- Enter display text in the *Description* text box. (Recommended)
- Select the desired options from section 2. *Forum Availability*. (Required)
- Use the default options from section 3. *Forum Settings*.
- Click the *Submit* button at the bottom-right of the page.
- Look for the success message at the top of the *Discussion Board* page.

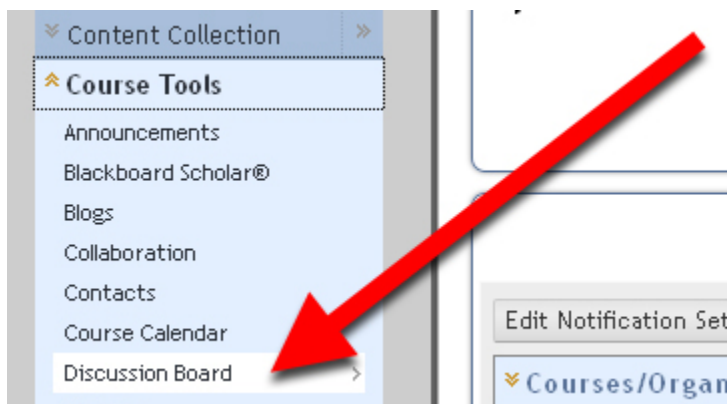
Process complete.

Detailed Instructions

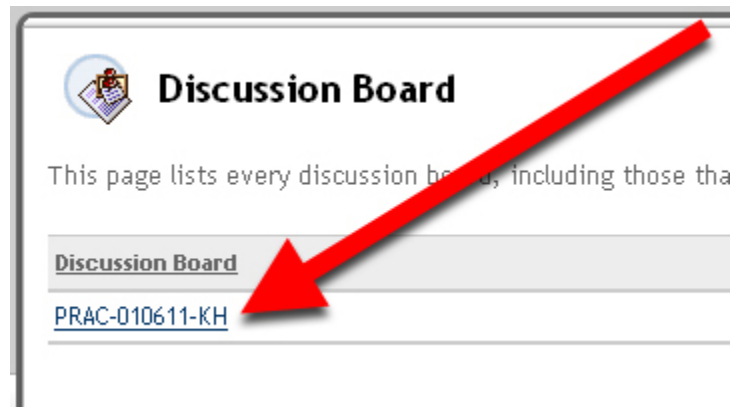
1. Click to expand the *Course Tools* menu in the *Control Panel*.



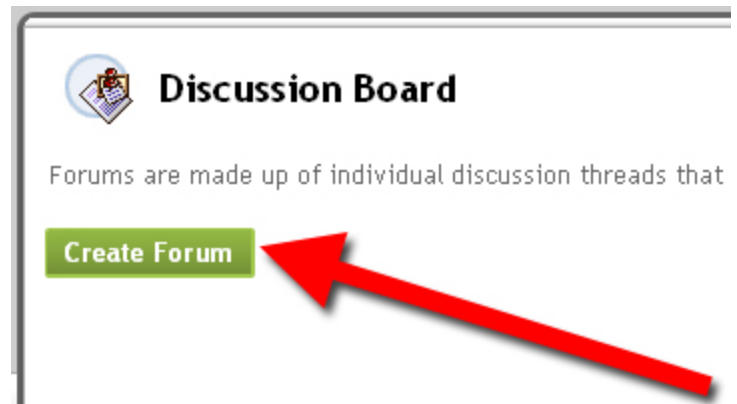
2. Click the *Discussion Board* option in the *Course Tools* menu.



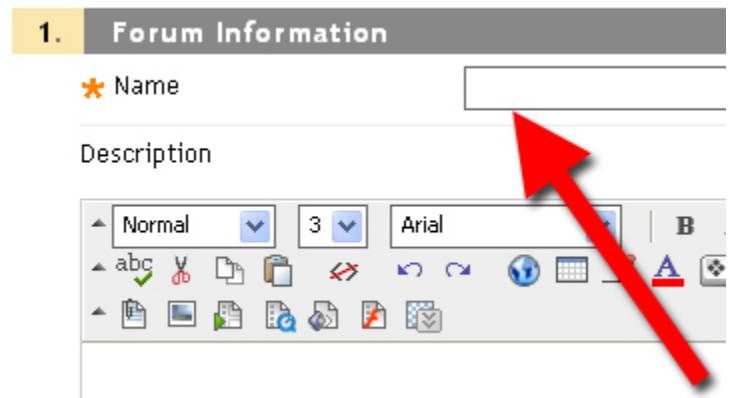
3. Click the hyperlink for the course *Discussion Board* on the *Discussion Board* page.



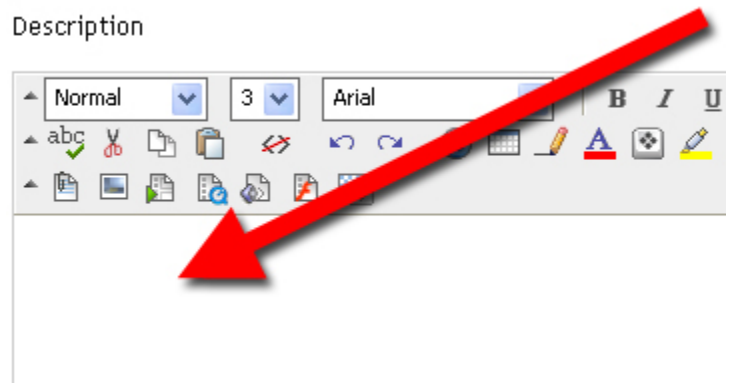
4. Click the *Create Forum* button in the *Action Bar* on the *Discussion Board* page.



5. Enter display text in the *Name* field in section *1. Forum Information*. (Required)



6. Enter display text in the *Description* text box. (Recommended)



7. Select the desired options from section 2. *Forum Availability*. (Required)

- *Available* allows you to make the *Discussion Board* available to students for the length of the course.
- *Enter Date and Time Restrictions* allows you to make the *Discussion Board* available after a certain date/time and/or disappear after a certain date/time.

8. Use the default options from section 3. *Forum Settings*.

Until you have completed the *Discussion Forums* training session, it is recommended to only use the options selected by default. All of these options are covered in-depth in that session.

9. Click the *Submit* button at the bottom-right of the page.

10. Look for the success message at the top of the *Discussion Board* page.

2. Forum Availability

Available Yes No

Enter Date and Time Restrictions Display After
Enter dates as mm/dd/yy

Display Until
Enter dates as mm/dd/yy

- Allow Author to Edit Own Published Posts
- Allow Post Tagging
- Allow Users to Reply with Quote
- Allow File Attachments
- Allow Members to Create New Threads

- Subscribe Do not allow subscription
- Allow members to subscribe
- Allow members to subscribe
- Include body of posts

